

Please submit at least 30 days before your event.

## LANGLADE COUNTY FAIRGROUNDS EVENT REQUEST FORM

Name of Event: \_\_\_\_\_

Date(s): \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Event Description: \_\_\_\_\_  
\_\_\_\_\_

Event Sponsor: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Alcohol sold during the event:  Yes  No

Fee for Parking:  Yes  No

Camping during the event:  Yes  No

### Facilities Requested:

Use of West Grounds Only

Livestock Pavilion (Cattle Barn)

Exhibition Building (Rabbit Barn)

Commercial Building

Horse Barn and Arena

West side food stand kitchen

Public Address System (\$50 per day)

Multi-purpose Building

MPB Kitchen - using appliances for cooking

MPB Kitchen - using for SERVING food only  
(\$100.00 Kitchen Use Deposit Required)

Clover Room Only

Restrooms

### Race Track Area:

Grandstand (includes Grounds)

Ticket Booth (No Charge)

Registration Building (No Charge)

Public Address System (No Charge)

Announcer's Stand (No Charge)

It is the responsibility of Event Sponsors to schedule and conduct a walk-thru of the fairgrounds to make sure that the facilities can accommodate the requested activity (occupancy, seating capacity, electrical service, etc.) and to make sure that the requested equipment is set up as requested. Please use for attached forms for set up of events in the Multi-purpose Building and Livestock Pavilion.

**Equipment Requested:**

Item	Amount Available	Amount Needed	Location
Tables	100		
Chairs	Lots of 50 up to 700		
Picnic Tables	31		
Garbage Barrels	85		
Road Barricades	50 approx.		
Indoor Stage	1 Large 40' X 12'		
Indoor Stage	1 Small 10' x 16'		
Counters	11		
Cones	18		

**Additional Requests:**

Receptacles for Booths	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Heavy Duty Power for Booths	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Locate Underground PowerLines	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Additional Dumpsters	Additional charge of ____ per dumpster		
Key Request	Please complete Key Request Form		
Electronic Billboard	Please provide sample advertising		

Scissor lift rental (\$20/hr.) Yes No (Must be Operated by Maintenance Staff)

Tractor Rental (\$20/hr.) Yes No (Must be Operated by Maintenance Staff)

If 'yes' please note an additional fee of Maintenance Staff Time on Equipment at (\$25/Hr.)

Use of High Capacity Well \$ \_\_\_\_\_

Would you like a custodian to clean up the fairgrounds after the event? Yes No  
**Custodial Time is charged at the rate of \$25 per hour per employee.**

If no, what time would someone from your group be available to go over the grounds and/or buildings the first work day after your 24 hour cleaning period has elapsed? \_\_\_\_\_

**Please return form to:**  
**Langlade County Maintenance Department**  
**Attn: Pam Jankowski**  
**1635 Neva Road, Antigo, WI 54409**  
**E-mail - [pjankowski@co.langlade.wi.us](mailto:pjankowski@co.langlade.wi.us)**  
**Phone: 715-627-6307 Fax: 715-627-6550**